



Head Office

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P.O. Box 915. Groenkloof. 0027

Physical Address

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Menlyn

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Dear Sir/Madam

BID CBE 2/2019: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND IMPLEMENT MICROSOFT 365 BUSINESS FOR 45 USERS ON SUBSCRIPTION FOR 36 MONTHS

The Council for the Built Environment requires the services as described per attached bid invitation and you are requested to complete the bidding documents; and submit it in accordance with the under-mentioned stipulations:

The conditions contained in the attached annexures apply.

The bid must be submitted in sealed envelopes with the name and address of the bidder with the bid number and closing date indicated on the envelope. The envelope must not contain documents relating to any bid other than that shown on the envelope.

The bid must reach this office before the closing time (Please refer to SBD 1). Failure to do so will invalidate the bid.

The closing date of the bid will be at **11h00AM on 21 June 2019** and will be valid for a period of **60** days after the closing date.

The attached forms/annexures must be completed in detail and returned and will form part of your bid.

All communication regarding this bid before the closing date and time must be done in writing.

You are requested to acquaint yourself with the contents of the attached General Conditions of Contract.

It will be expected of the successful bidder to sign a formal contract at this office after being notified of the acceptance of his/her bid.

